

FAMILY CAREGIVER SUPPORT PROGRAM (FCSP) NON-REGISTERED QUARTERLY REPORT

Area Agency on Aging _____ Date Submitted _____

Prepared By _____ Program Manager/Supervisor: _____

MONTH 1:	PERSONS SERVED	
	CAREGIVERS SERVED	GRANDPARENTS SERVED
Support Groups		
Public Information Services		
Information and Assistance		
Subtotals		
MONTHLY TOTALS		

MONTH 2:	PERSONS SERVED	
	CAREGIVERS SERVED	GRANDPARENTS SERVED
Support Groups		
Public Information Services		
Information and Assistance		
Subtotals		
MONTHLY TOTALS		

MONTH 3:	PERSONS SERVED	
	CAREGIVERS SERVED	GRANDPARENTS SERVED
Support Groups		
Public Information Services		
Information and Assistance		
Subtotals		
MONTHLY TOTALS		

QUARTERLY TOTALS:	PERSONS SERVED	
	CAREGIVERS SERVED	GRANDPARENTS SERVED
Support Groups		
Public Information Services		
Information and Assistance		
QUARTERLY TOTALS		

INSTRUCTIONS FOR COMPLETING THE NON-REGISTERED SERVICES QUARTERLY REPORT

1. The FCSP Quarterly Non-Registered Report update aligns with the Older Americans Act Performance Reporting System (OAAPS) changes.
 - a. Non-Registered Units include Support Groups, Information and Assistance, and Public Information Services.
2. The FCSP Quarterly Report is due to DAAS on the 20th day of October, January, April, and July.
3. The Quarterly Report records **attendance counts** for events, classes, sessions, outreach, and other activities. The attendance count may be an estimate of persons served.
 - a. Example: For television, radio, podcast, or YouTube sessions, the **attendance count** may include listening area estimates from the host media organization and/or platform analytics.
 - b. Example: For health fair, expo, or summit tabling, the **attendance count** must record caregivers and kinship caregivers.
 - c. The **attendance count** may NOT be entered as the unit in DAARS. Exception: Information and Referral may be tracked through the intake process where caregivers are identified.
4. The “Number of Units” must correspond to the Scope of Work (SOW) Reporting Unit for Support Groups, Information and Assistance, and Public Information Services for caregiver and grandparents raising grandchildren sessions, groups, events and activities.
 - a. NOTE: This report may be shared with the Agency staff member that reports units and generates invoices.
 - b. The units must be entered accurately in DAARS as a non-registered unit per the SOW’s reporting unit.
5. The “Served” categories for “Caregivers” and “Grandparents” must correspond to the attendance counts per reporting unit for each non-registered service.
 - a. NOTE: This report may be shared with the Agency staff member that reports units and generates invoices.
 - b. The attendance count may NOT be entered as the unit per the SOW’s reporting unit and may be recorded in the DAARS Invoice as a manual entry.
6. Complete the report starting the first day of the SFY for each non-registered service activity offered.
7. Complete the report starting that first day of the SFY for caregivers and grandparents served. The Caregivers and Grandparents Served totals must match non-registered units manually entered in DAARS.
8. Complete the Monthly Totals for each month and provide Non-Registered Quarterly Report to Agency staff to input into DAARS. Each Agency must review for accuracy of inputting units and caregivers or grandparents served.
9. Attach sign in sheets and/or program fliers for events, activities or other programs provided.
10. Complete the FCSP Quarterly Report, send it to DAAS and keep a copy on file for data verification and monitoring purposes. The Reports may be reviewed during FCSP Quarterly Meetings.